

MOSHIMANE ELSIE MUSENWA

PAEDS COUNSELLOR



CONTACTS

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Pretoria , South Africa



SKILLS

- Computer Literacy
- Communication (Verbal and Written)
- Good Interpersonal Relation
- Ability to work in a team and under pressure
- Writing Memos
- Attending Meetings
- Supervisory Skills
- Willing to learn
- Team Player
- Excellent attention to detail
- Work under pressure
- MS Office

LANGUAGES

- English
- Afrikaans
- Tswana
- Zulu

PERSONAL DETAILS

Date of birth

23 Sep 1970

Nationality

South African

Marital status

Married

DRIVING LICENSE

Driving license category

CODE o8/Own Car

ABOUT ME

Dedicated Pediatric Counselor & Peer Educator eager to join your team, bringing a Secretarial Diploma, HCT training, and diverse counseling certifications. Proficient in office management, effective communication, and computer skills.

WORK EXPERIENCE

Paeds Case Navigator, WITS RHI

Jul 2019 - Dec 2019

- Provide psychoso support to adolescents and kids
- Provid health educatio, reminder, adherence suppor, sexual reproductive health and health care servic navigation
- Facilitate individual sessions with participants and provide group supprt sessions
- Compile weekly and monthly statistics

Paeds Counsellor, WITS RHI

2020 - 2024

- Conduct caregivers support club as per adherence guideline
- Develop and implement Caregivers adherence support club
- Provide HIV health information to Caregivers
- Identify and recruit caregivers into adherence support Club
- Provide support to club nurse and refer patients for further Management.
- Work with linkage officers to facilitate early tracing of club Patients in care
- Provide disclosure counselling as per guideline club patients
- Follow up on adherence club patients who have defaulted by Missing scheduled visit and facilitate return to care.
- Compile statistics on weekly basis

Peer Educator, Multi Sectoral AIDS Management

- Educate community about HIV AIDS
- Communicate information with the community
- Inform the community
- Request, negotiate and agree before we can share Information with community
- Advising people to adhere
- Conducing support group
- Distributing Condoms
- Issue referral where needed
- Making follow up

Admin Clerk, Department of Justice and Constitutional Development

Oct 2011

- Office administration
- Updating the filling database
- Provisioning
- Administrative support
- Organise and co-ordinate events and meetings
- Arrange travel and accommodation
- Staff Training
- Customer service – serving the public
- Filling and Document tracking and management
- Telephonic enquiries
- Internet and electronic research
- Arrange meetings
- Take minutes
- Manage the diary of the Master
- Making travel arrangements

EDUCATION

Matric, Modiri High School

1993

Secretarial Diploma, Computer College

- Studied MS Word, Accounting System, Lotus 123, MS Excel, MS Powerpoint, Database, WordPerfect 5.1, Typing, and Office Administration.

COURSES

Adherence Counselling for ART Course, Foundation for Professional Development

Gender-Based Violence for Lay Counsellors, Foundation for Professional Development

Advanced Counselling Certificate, Foundation for Professional Development

Couple Counselling Certificate, Foundation for Professional Development

HTS, WITS RHI

Communication Skills Programme, HWSETA/ WITS RHI

REFERENCES

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